

COVID-19 Recovery: Public Health and Infection Control Key Principles & Safety Plan For In-Person Education & Training Sessions

Updated: 8 July 2020

Please follow Public Health guidelines and Infection Prevention and Control principles when planning your recovery efforts for in person training and education sessions. For more information, please visit <http://www.vch.ca/covid-19> or the IPAC website at <http://ipac.vch.ca/Pages/Emerging-Issues.aspx>.

Please note: amendments to this document will occur as COVID-19 recovery phases evolve.

Name of Site:	
Address:	
Name of Program:	
Date of Creation / Last Review:	

To create your COVID-19 Key Principles & Safety Plan, please follow the instructions below:

- Review each of the element in this document with a JOHSC member/safety representative or if not available with a frontline staff member.
- Within the coloured box mark **“Y”** if the facility/department/program plan has undertaken the necessary steps prior to commencing in-person education and training sessions. Complete any check boxes or blank fields as required. Provide brief comments to describe the implementation at your site. *You may refer to other documents with more detail where applicable.*

Examples:

Facility Staff/Medical Staff/Volunteers should be encouraged to clean and disinfect their own work space following the IPAC Guidelines.	Y
Facility Staff/Medical Staff/Volunteers should be encouraged to clean and disinfect their own work space following the IPAC Guidelines.	N/A

- Communicate your safety plan to your team and post in an area that is easily accessible. **The safety plan must be posted as per the PHO order (i.e. on the OHS Board).**
- A copy of the completed Key Principles & Safety Plan must be sent to EmployeeSafety@vch.ca to retain as a record.

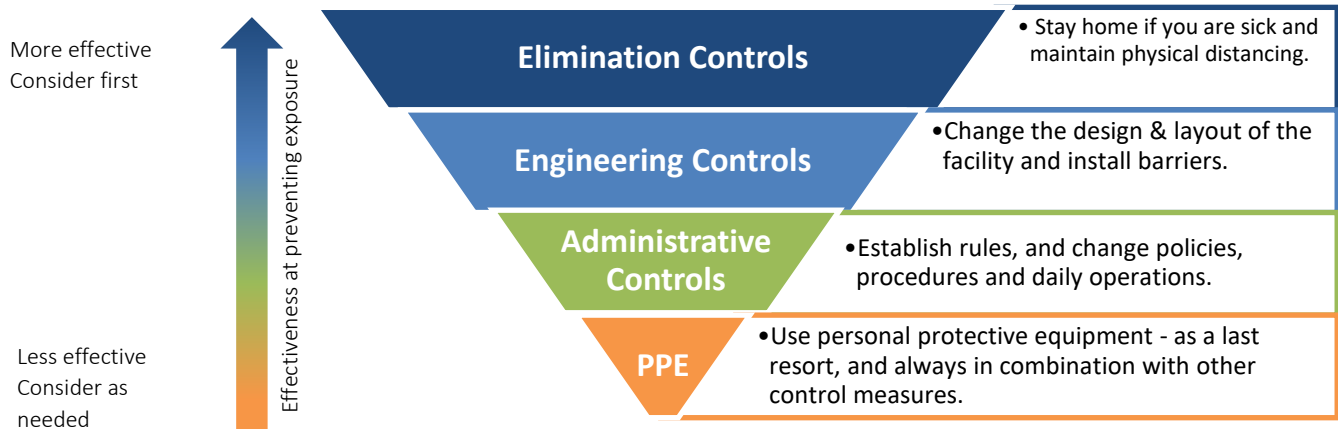
Quick Reference:

1. [Session Participants/Facilitators](#)
2. Equipment/Supplies/Environment
 - a. [Elevators and stairwells](#)
 - b. [Cleaning and disinfecting meeting rooms and common areas](#)
 - c. [Layout and flow](#)
3. [Other elements implemented](#)

One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.

These elements are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.

The elements have been divided into leveled measures of precautions each having an increasing level of effectiveness. Please refer to the color legend below:



1. Session Participants/Facilitators	
	Education sessions should be replaced with virtual options, as much as possible. If not possible, maintain physical distance and limit duration to minimize exposure risk. <ul style="list-style-type: none"> Consider providing a virtual option for all in-person sessions to give participants options based on comfort level.
	Session participants/facilitators should not attend in-person education sessions if ill. If any individuals become unwell during the session, they are to: <ul style="list-style-type: none"> Don a surgical/procedure mask, notify the instructor and go home. Call the Provincial Workplace Call Centre (1-866-922-9464). Testing is strongly recommended, and timing for return to work will be determined by Public Health. <input type="checkbox"/> Action: Ensure surgical/procedure masks are easily accessible.
	The maximum number of participants per session should be determined prior to opening up registration. Consider the space available and map out to ensure physical distance can be maintained. If close contact is required as part of the learning objectives, follow the IPAC dress code recommendations for administrative staff .
	Attendance Sign-in sheets should be used to track the attendees to the session
	Frequent hand hygiene must be performed during the session in accordance with the BC CDC recommendations on hand hygiene.
	Respiratory etiquette should be followed, such as coughing and sneezing into the elbow, avoid touching the face, mouth, nose, eyes and if applicable, mask.
	Session participants/facilitators should reduce/eliminate shared supplies such as pens, pencils, etc. Where possible, any objects used by participants/facilitators should be single use. Where not possible, equipment is cleaned before and after use. <ul style="list-style-type: none"> Consider electronically distributing materials prior to session to allow participants to follow along on their own devices.
	No handshakes and any other physical contact with others.
	No sharing food.
	Session participants/facilitators should limit the use of shared reusable cups, dishware and utensils unless it can be cleaned with a dishwasher.
	Based on session type and activities required, refer to the IPAC documents for or the most up-to-date recommendations on dress code guidelines.

2. Equipment/Supplies/Environment	
	Only Certified Guide or Service animals should be allowed to the facility
<i>Elevators and stairwells</i>	
	Where appropriate, physical distancing should be encouraged in elevators. <ul style="list-style-type: none"> Elevator occupancy number will vary according to size of the elevator and physical distancing requirements. The capacity for elevators will be defined by local EOCs in partnership with Public Health and Employee Health. <ul style="list-style-type: none"> Recommendations to consider: <ul style="list-style-type: none"> Small elevator- 2 people maximum Large elevator- 4 to 6 people maximum

<ul style="list-style-type: none"> ▪ Masks can permit increased occupancy 	
<p><input type="checkbox"/> Action: Place posters to remind of elevator etiquette, physical distancing and place floor layout in the queue line and inside the elevators to guide users.</p>	
<p>Encourage all participants who are able to use stairwells and maintain physical distance to reduce elevator crowding.</p>	
<p><i>Cleaning and disinfecting meeting rooms and common areas</i></p>	
<p>All personal belongings should be removed from meeting rooms and other common spaces after use. If clearing objects left by other users, hand hygiene should be performed immediately after.</p>	
<p>High touch surfaces (arm rests, tables, doors, handrails) should be cleaned and disinfected both <u>before</u> and <u>after</u> the session. Follow the IPAC Guidelines and to de-clutter and minimize equipment and supplies so effective environmental cleaning can be achieved.</p> <ul style="list-style-type: none"> • Recommend using an alternative cleaning & disinfecting product for non-patient care areas 	
<p>Administrative offices, meeting/education rooms, simulation labs and common areas such as reception desks, lounges, lunch rooms, hallways and washrooms should be cleaned and disinfected on a regular basis (as defined per local contracts), and when needed.</p>	
<p>The frequency and who conducts cleaning activities will be defined by local EOCs and local contracted partners in consultation with Public Health and Employee Health.</p>	
<p><i>Layout and flow</i></p>	
<p>Non-essential items (remote control, magazines etc.) should be removed from meeting rooms and other common areas.</p>	
<p>Recommend using automatic door plates, where available. Where not available and access control is not a concern, consider propping the door open during operating hours to reduce contact.</p>	
<p>Hand hygiene stations should be available at all entrances and exits of the meeting rooms and other common areas. These stations should be easily accessible.</p> <p><input type="checkbox"/> Action: Ensure appropriate hand hygiene supplies are in place and are maintained.</p>	
<p>Reception areas, hallways and classrooms should have visual cues to assist in physical distancing (two metres) and if possible, one way directional flow.</p>	
<p>Seats should be spaced to maintain physical distancing (two metres).</p> <p>- If this is not possible, tape off enough seating to maintain two metres of separation.</p>	

3. Other elements implemented (*as applicable*)